

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	ress FOR RECORDS MANAGEMENT USE						
Application Date	Department of Education	Application Number						
	Office of Vocational Education	<b>31-</b>	<b>39</b>					
	Division of Vocational Instruction	Date Received	Date Completed					
Application Number	Agriculture Education							
	Atlanta, Georgia	1-16-81	1-23-81					
2. Person to Contact	Working Title		Telephone Number					
Curtis Corbin, Jr.	State Supervisor 656-4077							
3. Action Requested	Schodulas rapard will continue to appumulate							
<ul> <li>a.          \overline{\text{Stablish Retention Schedule; record will continue to accumulate.}}</li> <li>b.          \overline{\text{Dispose of present accumulation; no further accumulation anticipated.}}</li> </ul>								
•		I. D. M. 14						
c.								
4. Dates of Series  Earliest Latest	5. Records Series Title (followed by title used in office; if di	i i ei ei i i )						
	Agriculture Education Program of Wor	d Piloo						
1973 to date								
6. Division and Office Function	What is the function of the Division and the Office in	which this record ser	ies is created?					
The Division of Voca	tional Instruction is responsible for deve	loping policy	relating to					
vocational instructi	on at the secondary and postsecondary leve	l; participati	ng in the					
	tate Plan for Vocational Education; develo							
. =	lating to instructional areas; providing c							
	involving all phases of the instructional							
	school systems' vocational programs; revie							
	tems' voactional facilities; reviewing req	——————————————————————————————————————						
	equipment; reviewing vocational education							
	and in-service training programs; and sup							
organizations at the								
organizations at the								
	1							
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if a	ny):					
Documents relating to: au	thorizing expenditures of federal and stat	e funds for vo	cational					
te	achers.							
	0162 (Program of Work)							
DE Form	0101 (Request for Approval of Equipment P	urchases)						
Related	correspondence							
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l	,							
File is arranged: alphabetically by school system								
	5		, ,					
8. Monthly Reference Rate	How often are records referred to which are:							
One to six months old; Seven to twelve months old; Thirteen to twenty-four months old;								
twenty-five months and old								
9. Annual Rate of Accumulation of Records								
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)						
20000 3120 01017010		, , . ==-						
AR-50-71; Rev. 76	(Over)							

2	YES	NO_	10. Questionnaire	(Place an "X	" in the proper co	lumn)			
b. Does the series contain confidential information requiring security handling? If yes, alto law or regulation.  X	,		a. Is this the official copy of the series?						
X c. Is this avital record?  X d. Does this avital record?  X d. Does this relies have historical or long term research value?  9. When one or two documents in the file make it necessary to keen the entire file for a long period, could these documents be achieved by the file make it necessary to keen the entire file for a long period, could these documents be achieved by the file file for a long period, could these documents be achieved by the file file for a long period, could these documents be achieved for the file for a long period, could these documents be achieved for file for a long period, could these documents be achieved for file for a long period, could these documents as the file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could these documents are file for a long period, could file file for a long period, could file file for a long period.  12. Approved Disposition Instructions  12. Approved Disposition Instructions  13. In the file file for a long period, could file file for a long period, could file file for a long period, could file file file file file file f	^			<del></del>	ential information	requiring s	ecurity handling? If yes, cite law	or regulation.	
X	<u> </u>								
e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separation.  X	┝─┤				or long term rese	arch value?			
X . documents be scheduled sparately?  X . f. is the information contained in this series ever published? If yes, attach copy.  g. is the information dontained in this series ever analyzed and/or recorded in a summarized report?  If yes, attach copy. Annual, report.  X . is the series duplication of this series in your office, or in another office or agency?  X . is this series for a major portion of it is regularly microfilimed?  X . is the series der a major portion of it is regularly microfilimed?  X . is the series der a major portion of it is regularly microfilimed?  X . is the series der a major portion of it is regularly microfilimed?  11. Retention Requirements  The following requires the series to be kapt:  a. State Law		^						od could these	
X		<u>x</u>				-		•	
If yes, statch copy	<b>├</b> ─	_X					If yes, attach copy,		
h. Is there a duplication of this series in your office, or in another office or agency?    X   J. Is this series (or a major portion of it) regularly microfilmed?   X   J. Series (or a major portion of it) regularly microfilmed?   X   J. Dees the record series result in a computer printon?   X   J. Dees the record series result in a computer printon.   X   J. Dees the	x		g. Is the informat If yes, attach co	ion contained i opy, Annus	n this series ever a il report.	nalyzed and	d/or recorded in a summarized repo	ort?	
X   1. Is this series for a maine portion of it requirely microfilmed?   X   1. Does the record series result in a computer wintout?   The following requires the series to be kept:		1	h. Is there a dupli	cation of this s	eries in your office	e, or in ano	ther office or agency?		
The selection Requirements   The following requires the series to be kept:	X							,	
a. State Law	<b> </b>	- <u>X</u>			·				
a. State Law	111 5	A l			· · · · · ·			<del></del>	
b. Statute of limitation	' ' · · ˈ	reteni	tion requirements	1111	e ionowing require	as the series	to be kept.		
Attach copy or excert of laws or regulations. Explain administrative need.    12. Approved Disposition Instructions	a	. Sta	te Law		years.	d.	Audit period _	years.	
Attach copy or excert of laws or regulations. Explain administrative need.    12. Approved Disposition Instructions	) t	o. Sta	tute of limitation		years.			years.	
12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:    Calendar Year;   Fiscal Year;   Other	٠	. Fed	lerat law		years.	f.	Federal retention instructions	years.	
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Calendar Year;   Fiscal Year;   Other	<i>'</i>	Attacr	copy or excert of la	ws or regulatio	ns. Explain admir	nistrative ne	ed.		
Calendar Year;   Fiscal Year;   Other	ŀ		÷.						
Calendar Year;   Fiscal Year;   Other			•						
Calendar Year;   Fiscal Year;   Other									
Calendar Year;   Fiscal Year;   Other	12. /	Appro	ved Disposition Instr	uctions Th	is agency recomme	ends that th	ne file series be cut off at the end of	each:	
Transfer to local holding area; hold					Calendar Year: 🖾	l 'Fiscal'Yea	ar; 🖸 Other <u>or from w</u>	then,	
Transfer to local holding area; hold						2	<i>*</i>		
Transfer to State Records Center; hold						•	(s); then		
These instructions apply to all prior and future accumulations of the series.  These instructions apply to all prior and future accumulations of the series.  Agency Head/Designed (Signature)  Date  Agency Head/Designed (Signature)  Date  Wolker J. Baumandru  1-16-81  State Records Committee (Signature)  Date  State Records Committee (Signature)  Date  Agency Head/Designed  State Records Committee (Signature)  Attorney General/Designee  Attorney General/Designee  M. Sull  Attorney General/Designee  M. Sull  Sull  Attorney General/Designee  M. Sull   e e									
These instructions apply to all prior and future accumulations of the series.  Agency Head/Designeg (Signature)  Date  Walkur J. Baumgardnu 1-16-81  Recommendations in paragraph 12 are approved.  (If disapproved, attach letter of explanation.)  State Auditor/Designee  Actorney General/Designee  Attorney General/Designee  M. Sull  Attorney General/Designee	1 -			us Cerrier, Hold	year	(5), (1)611			
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Agency Head/Designed (Signature)  Date   Records Management Officer (Signature)   Date    Date   Laure   Laure	ַ	□ Otl	her <i>(Specify)</i>			;			
Agency Head/Designed (Signature)  Date   Records Management Officer (Signature)   Date    Date   Laure   Laure					·				
Agency Head/Designed (Signature)  Date   Records Management Officer (Signature)   Date    Date   Laure   Laure	Ì						Ta .		
Agency Head/Designed (Signature)  Date   Records Management Officer (Signature)   Date    Date   Laure   Laure						•			
Agency Head/Designed (Signature)  Date   Records Management Officer (Signature)   Date    Date   Laure   Laure	}	•							
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Agency Head/Designed (Signature)  Date   Records Management Officer (Signature)   Date    Date   Laure   Laure	l								
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Agency Head/Designed (Signature)  Date   Records Management Officer (Signature)   Date    Date   Laure   Laure									
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(If disapproved, attach letter of explanation.)  Secretary of State/Designee  Attorney General/Designee  M. Sull  1-13-8/							1.	1	
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